

FROM		NO. <b>D142548</b>
		DATE
TO:		TYPE OF MATERIAL
		ENVELOPE (S)
		PACKAGE (S)
		OTHER
<p>ORIGINATOR: DO NOT COMPLETE THIS COPY BELOW THIS LINE. REMOVE THIS COPY IF LOG DATA IS TO BE ADDED ON COPIES 2 AND 3. INSERT ONLY THIS COPY IN THE WINDOW POCKET, OR ATTACH SECURELY TO ENVELOPE OR PACKAGE WITHOUT A WINDOW POCKET.</p>		
SIGNATURE OF RECIPIENT (NOT INITIALS)		DATE AND TIME OF RECEIPT
<b>COURIER'S RECEIPT</b>		<b>1</b>

FORM 240  
6-60

USE PREVIOUS  
EDITIONS

(24-25)

MFG. 11-61

## COURIER RECEIPT AND LOG RECORD

HANDBOOK

CORRESPONDENCE - GENERAL

~~May 1955~~

- 615
9. Document Receipt, Form No. ~~98-16~~ (to be redesignated Form No. ~~243~~) - A Document Receipt is required for all correspondence classified SECRET transmitted outside CIA. Its use is optional for SECRET correspondence transmitted within the Agency and CONFIDENTIAL material forwarded outside CIA. Document Receipts are prepared in an original and one copy. The original is transmitted with the correspondence; the copy is retained by the sender until the original bearing the recipient's signature is returned. The copy is then destroyed.

CENTRAL INTELLIGENCE AGENCY <b>DOCUMENT RECEIPT</b>			<b>NOTICE TO RECIPIENT</b> Sign and Return as Shown on Reverse Side		COURIER REC. NO.	DATE SENT
SENDER OF DOCUMENT(S)			ROOM	BLDG.	DATE DOCUMENT(S) SENT	
DESCRIPTION OF DOCUMENT(S) SENT						
CIA NO.	DOCUMENT DATE	COPIES	DOCUMENT TITLE	ATTACHMENTS	CLASS	
<b>RECIPIENT</b>						
ADDRESS OF RECIPIENT			SIGNATURE (ACKNOWLEDGING RECEIPT OF ABOVE DOCUMENT(S))			
			OFFICE	DATE OF RECEIPT		

USE PREVIOUS EDITIONS

Place signed receipt in envelope and transmit to:

**TO: CIA RECIPIENT**

Place signed receipt in outgoing messenger box for return to sender of document through agency messenger service.

**TO: NON-CIA RECIPIENT**

Place signed receipt in envelope and transmit to:

CENTRAL INTELLIGENCE AGENCY  
2430 E STREET NW.  
WASHINGTON 25, D.C. Stop 64

HANDBOOK

CORRESPONDENCE - GENERAL

May 1955

*Special postage or handling*

10 Postage Slip, Form No. 35-11 (to be redesignated Form No. 230) -

A Postage Slip shall be completed and attached to each piece of correspondence which will require ~~postage~~ Envelopes and labels which bear the penalty indicia ~~will require postage only for~~ *special type**services* ~~these cases shown in Exhibit 18~~ In completing the Slip, indicate the type of mailing service desired, and fill in each pertinent space except the box marked "For Use by Central Mail Only." In addition, type the words "DO NOT METER" if for security reasons the postage should not be affixed by a postage meter.

NOTE: A single Postage Slip may be used to cover a group of letters if each letter in the group requires only first class postage. For such cases, type the word "various" in the addressee box on Form No. 35-11, followed by the number of addressees in parentheses. Attach a listing of these addressees.

~~Exhibit 18 provides further information on when it is necessary to prepare Postage Slips. In addition,~~ Postage Slips will be required when the originator of registered correspondence desires a Return Receipt Card for Registered Mail, Post Office Form No. 3811.

SEE INSTRUCTIONS ON REVERSE SIDE		POSTAGE SLIP	
THE ATTACHED OFFICIAL MATERIAL REQUIRES POSTAGE FOR THE FOLLOWING PURPOSE:			
<input type="checkbox"/> AIR MAIL	<input type="checkbox"/> SPECIAL DELIVERY	<input type="checkbox"/> FIRST CLASS	<input type="checkbox"/> REGISTERED
		<input type="checkbox"/> REGISTERED (RETURN RECEIPT REQUESTED)	
<input type="checkbox"/> PARCEL POST	<input type="checkbox"/> OTHER (EXPLAIN FULLY) _____		
ADDRESSEE		FOR USE BY CENTRAL MAIL ONLY	
ADDRESS		WEIGHT	
SENDER		POSTAGE AFFIXED	
OFFICE			
DATE	TELEPHONE EXT.		
FORM NO. 35-11 DEC 1948			

SAME SIZE AS SHOWN

EXHIBIT 17

-68-


CONFIDENTIAL

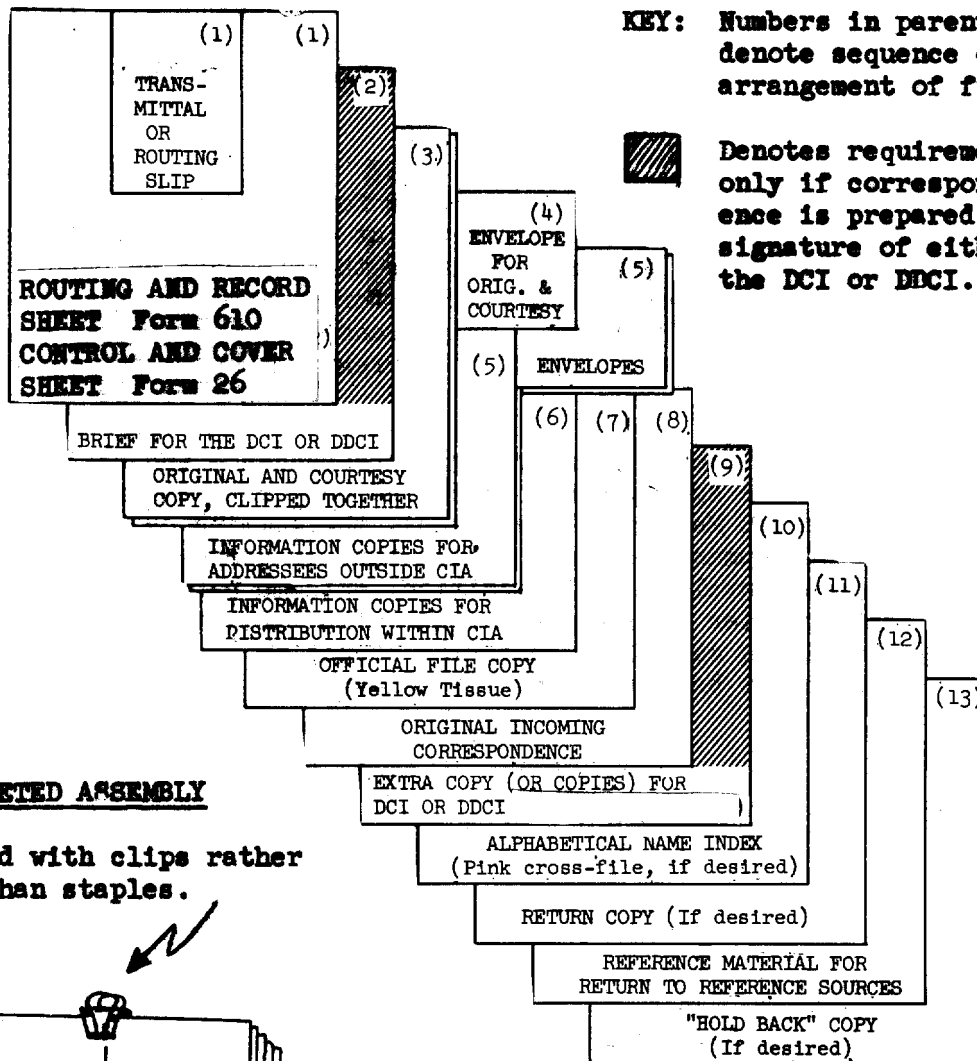
CORRESPONDENCE HANDBOOK

25X1

COMPONENTS OF THE ASSEMBLY

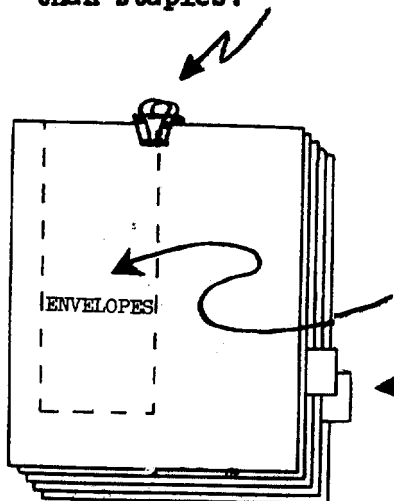
**KEY:** Numbers in parentheses denote sequence of arrangement of file.

 Denotes requirement only if correspondence is prepared for signature of either the DCI or DDCI.



COMPLETED ASSEMBLY

Bind with clips rather than staples.



Place envelopes vertically behind original (and courtesy copy if there is one) of outgoing correspondence.

REFERENCE TABS

EXHIBIT - Assembly of File

25X1

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Page Change

25

5

39 - Indent, 2nd primary para.

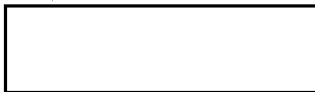
13. Capitalize "Executive Branch"

\* 23. Exhibit shows "Chrono" but definitions on page do not define.

\* 30. Under "Distribution," question "Chrono" after "1-DTR."

25X1A9A

\* Mrs



comments

1. Exhibit of DCI or DDCI

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correspondence

Components Notified

L.O.

Compt.

ORR

Med

ORR

25X1

2. Revision showing 1 & 2 to  
order of TS correspondence

3. Clarify how to show date  
by numerals, i.e. would it June 1957  
be 9/6/57 or 6/9/57? (See memo in  
top of notebook)

4. Clarify "The honorable", or  
"Honorable" re addressees for letters.

5. Include info on use of tabs and their  
referral in basic. ( [redacted] )

ILLEGIB

6. Include explanation on how to  
address officials in other agencies, i.e.  
order of info as: { Mr. John Doe  
not the Chief, XYZ Div.  
reverse!! { Public Building Service  
General Service Admin.

25X1A9A

7 Per [redacted] on 6/1/60,  
Col. White has sanctioned use of  
Deputy Director's designation (i.e. "Support",  
"Intelligence", or "Plans") on corresp going  
outside the Agency.

CONFIDENTIAL

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